



PROPERTY FACILITIES & PROJECTS DEPARTMENT

Invitation to Tender (ITT)
for
Supply and Delivery of New Vehicles for Solomon
Islands National University

Tender Name: Supply and Delivery of New Vehicles

Tender Reference No.: ITT/PFPD-11/2025

Closing Date: Wednesday 3rd September 2025, Time: 4:30 p.m. local time

Late bids or incomplete submissions will not be accepted.

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INVITATION TO TENDER

Tender Name: Supply and Delivery of New Vehicles for SINU Fleet

Tender Reference Number: ITT/PFPD-11/2025

The Solomon Islands National University (SINU) invites tender submissions from reputable and eligible motor vehicle suppliers for supply of new vehicles to upgrade its vehicle fleet. The University is looking at purchasing additional new units to enhance its operational capabilities across various departments.

To be eligible to participate in this tender you must meet the following requirement:

- Be a registered business and an authorised vehicle dealership
- Supply brand-new vehicles only
- Provide ongoing vehicle servicing and spare parts

Tender documents can be requested from SINU Procurement Office by emailing to procurement@sinu.edu.sb or it can be downloaded from the University website; www.sinu.edu.sb/hrd/tenders-eoi/

Interested parties may obtain further information from the contact shown below from 8:30am to 4:00pm.

Name: Wendy Afu or Modesta Terry

Email: procurement@sinu.edu.sb

Phone: +677 42641/7135420

Tenders must be sealed and delivered in a sealed envelope to the address below or sent electronically to tender.board@sinu.edu.sb before 4:30 pm on Wednesday, 3rd September 2025. Late or incomplete submissions will not be considered.

The Chairman
University Tender Board
Solomon Islands National University
P.O Box R113
Honiara

Please cite the reference number and name, and deliver to The Tender Box situated at the Office of the Vice Chancellor at SINU, Kukum Campus.

Tender Name: Supply and Delivery of New Vehicles for SINU Fleet

Tender Reference Number: ITT/PFPD-11/2025

A. INTRODUCTION

The Solomon Islands National University (SINU) invites Tender Submission from reputable and qualified motor vehicle suppliers for the supply and delivery of new fleet of vehicles to SINU to enhance its operational capabilities across various departments. This procurement aligns with SINU's approved 2025 motor vehicle budget.

SINU intends to acquire high-quality, reliable, and durable motor vehicles suitable for the diverse operational needs and challenging road conditions within the Solomon Islands. By calling for quote submissions, SINU:

- Ensure optimal value for money for SINU, leveraging its tax exemption status.
- Establish transparent and competitive procurement processes.
- Enhance the efficiency, safety, and logistical capacity of SINU's operations.

B. INSTRUCTION TO INTERESTED TENDERERS

1. Objectives of the Tender

The tendering aims to invite quotations from reputable vehicle suppliers. Solomon Islands National University (SINU) thereafter will assess the various offers received and select the vehicle and quantity to procure based on its current vehicle needs analysis and budget.

2. Funding

SINU has allocated a budget of \$2.2 Million from its operation budget to procure vehicles in 2025.

3. Submission Requirements

- **Cover letter:** A signed letter of interest to supply vehicles
- **Company Profile:** Provide a brief company profile or Flyer with business registration/certificates and details outlining vehicle servicing capabilities and other relevant services.
- **Quotations:** Priced for each type of vehicle your company can offer.
Provide the duty and GST exempted Price and Price with duty and GST.
- **Vehicle Specification:** Provide full specifications including pictures of the vehicles offered, colour.

- **Warranty:** Provide warranty of vehicle.
- **Delivery:** State delivery time-line of each vehicle.

4. Format of submission

Any format of your choice.

4. Validity of Submission

The offers provided must be valid for 120 working days or 6 months.

5. Selection Criteria

SINU is not bound to accept the lowest tender.

The selection will be based on the best value for money for the specified vehicles considering Total Cost of Ownership, Suitability & Quality, and budget.

6. Payment Schedule

The proposed payment schedule for the supply and delivery of vehicles are as follows:

- *Initial Payment:* Thirty percentage (30%) of the total contract sum will be paid as an advance after signing the contract.
- *Final Payment:* The remaining balance will be paid upon successful inspection, and acceptance for delivery of all vehicles to SINU Kukum Campus, along with all required documentation.

7. Contact for Enquiries

Any further questions about this tender to be directed to:

Name: Wendy Riita Afu, Chief Procurement Officer

Email: wendy.afu@sinu.edu.sb

Phone: 42641 or 7135420

8. Tender Submission

Submissions are to be placed in a sealed envelope, marked as below and deposited into the Tender Box at the Vice Chancellors Office, Kukum Campus or send through email:

tender.board@sinu.edu.sb

Chairman

University Tender Board

Solomon Islands National University

P.O Box R11

Honiara

9. Closing Date

Closing date for Tenders is Wednesday 3rd September 2025, Time: 4:30 p.m. local time.

10. Right to Accept any or Reject all Tenders

SINU reserves the right to accept or reject any tender, and to annul the tendering process and reject all tenders at any time prior to contract award, without thereby incurring any liability to the affected Tenderer(s) or any obligation to inform the affected Tenderer(s) of the grounds for SINU's action.

C. SPECIFICATION OF VEHICLE REQUIREMENT

a. Vehicle Type Preferred

- SUV
- Hilux (Double cabin only)
- Land Cruiser (Double cab) and Trooper

b. Quantity

Provide price for one (1) vehicle only.

SINU will decide on the quantity based on finalised requirement and budget.

c. Colour

Preferred colour is white however, alternative colours can be offered.

d. Fuel

Petrol or Diesel.

e. Drive

Prefer automatic Transmission. However, manual options considered if it is the only option for the type of vehicle on offer.

f. Conditions

All vehicles must be brand new, unused, and latest available models.

g. Warranty

Minimum 3 years or 100,000 km manufacturer's warranty, whichever comes first.

Details of warranty coverage must be provided.

h. Service & Maintenance

Tenderers must clearly outline their after-sales service capabilities, including:

- Availability of a service centre in Honiara, Solomon Islands.
- Availability of genuine spare parts and expected lead times for parts not in stock.
- Proposed service intervals
- Any free service

i. Registration of Vehicle

Vehicles must be registered to SINU before release of vehicles.

Cost to include registration

j. Other required accessories if applicable (bull bars and off road tyres, etc)

-Extra accessories that normally goes with vehicle can be listed as optional items with their cost.

k. Delivery location

All vehicles once selected to be delivered to Property Facilities & Projects Department, Kukum Campus, Honiara, Solomon Islands.

l. Documentation

All vehicles must be supplied with:

- Original Service Manuals and Owner's Manuals.
- Full documentation for registration in Solomon Islands.
- Certificate of Origin.